**INTERVIEW ASSESSMENT SHEET**

**Candidate Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Interview Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Introduction**

* Introduce the panel and thank the candidate for joining us
* Explain how long the interview will last and sequences (30-45 Min of question + 1-2 questions at the end for the candidate)
* If at any time the line is unclear do let us know and we will do the same
* Also do not take offence if we interrupt you it simply means we have enough information
* Does the candidate have any questions about the process before we continue?

 **Please tick**

|  | **Key competency** | **Comments** | **0** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Operational & situational**Question to be adapted by function or Region if specific. In line with your role application, please give us an example of a project that you managed from the beginning to the end.Situations: What was precisely your role in the Project/situations Obstacles: What were the obstacles you encountered? Actions: What actions did you take to solve each of the obstacles Results: What were the end results? |  |  |  |  |  |  |  |
|  | **Role-specific questions**Could you give us an example of the management of a whistleblowing situation? What was your role? how did you proceed and managed it?  Which information should be essential on a “ie function Dashboard”? Could you give us an example of the data you are usually checking and why?  Could you give us an example where you had to change the mind of your Manager/Director? what did you do and how did you proceed?  Could you give us an example on how you build a strategy over few years and what would be your priorities of work to set this up at your arrival? If you have to rated yourself on 10 on the following “Function” pillars: “name of the pillars” ?   What would be your strategy to compensate the lowest point for the “function” Department ? Tell me about your experience engaging “sector/functions third parties”, please provide two examples.What do your previous colleagues, managers and subordinate say about you? and areas of improvement? How much autonomy do you think you will needs into the position you apply for? What type of decisions do you take unilaterally?How do you organise yourself under pressure? are you able to give us an example? Are you able to give us an example where you had to innovate (think outside of the box) and convince others that your idea was the best to take?  |  |  |  |  |  |  |  |
|  | **Behavioural questions**How would you present “name of the company” to someone who didn’t know about us ? Give me an example of a time you used “internal” information to solve a problem? |  |  |  |  |  |  |  |

­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q. Notice period?**

**Q. Salary expectations?**

**Q. References**

**Candidate Questions? .........................................................................**

|  |
| --- |
| **SUMMARY OF THE INTERVIEWER**  |
|  |

|  |  |  |
| --- | --- | --- |
| **Would you hire this employee for yourself?**  | **YES :** | **NO :** |
|  |  |  |